



## **INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) WORKSHEET I TRAINING GUIDE**

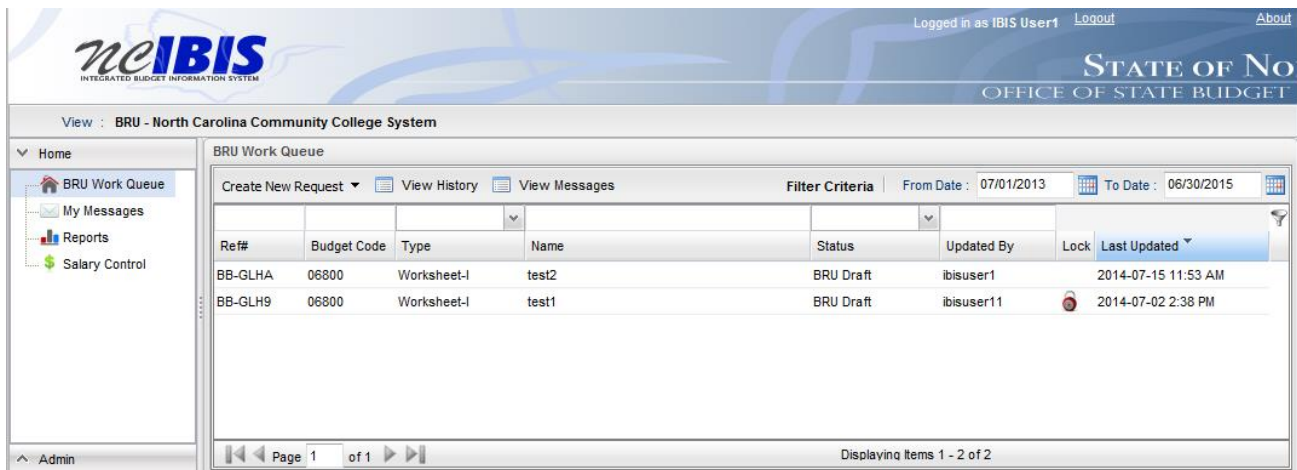
## TABLE OF CONTENTS

PREFACE .....	3
Create a New Worksheet I – Actuals.....	5
Create a New Worksheet I – Increase/Decrease.....	8
BASIC INFORMATION TAB .....	9
BUDGET OVERVIEW TAB .....	18
ATTACHMENTS TAB .....	19
FORM BUTTONS .....	20

## PREFACE

This training guide describes how to use IBIS to complete a Worksheet I Request form. Worksheet I (WSI) is the basic form used in preparing departments/agencies base budget requests. For policy guidance, please consult instructions for preparation of the Governor’s recommended budget that are published before each budget cycle on OSBM’s website.

Once you have successfully logged into IBIS, you should see the Work Queue page similar to what is shown below. This could be a BRU, Agency or OSBM Work Queue page depending on your log-in credentials.



View : BRU - North Carolina Community College System

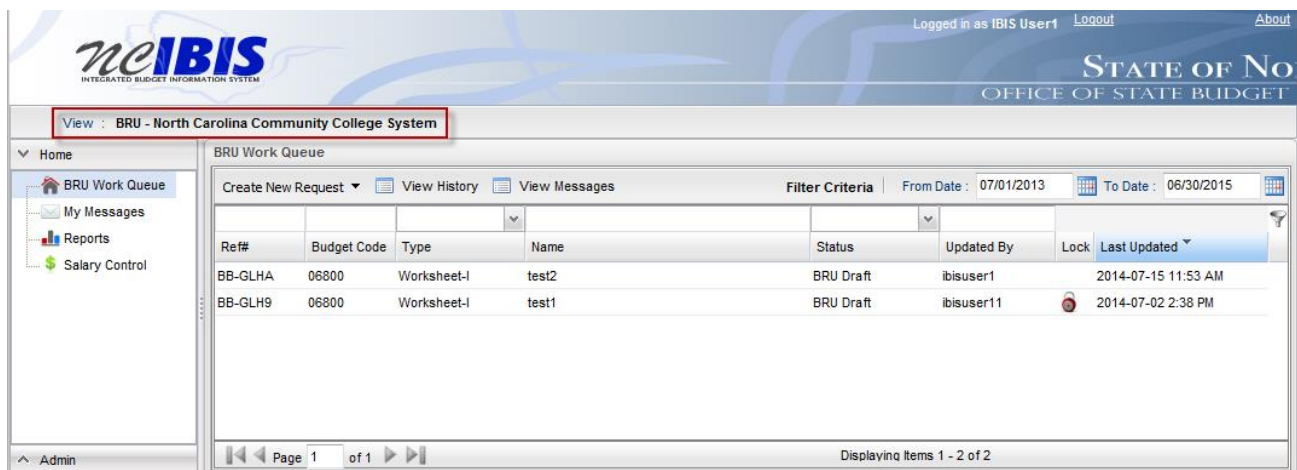
BRU Work Queue

Create New Request View History View Messages Filter Criteria From Date : 07/01/2013 To Date : 06/30/2015

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
BB-GLHA	06800	Worksheet-I	test2	BRU Draft	ibisuser1		2014-07-15 11:53 AM
BB-GLH9	06800	Worksheet-I	test1	BRU Draft	ibisuser11		2014-07-02 2:38 PM

Page 1 of 1 Displaying Items 1 - 2 of 2

Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, these will appear in a drop-down list in this field. In the example below, the user is logged in as the North Carolina Community College System.



View : BRU - North Carolina Community College System

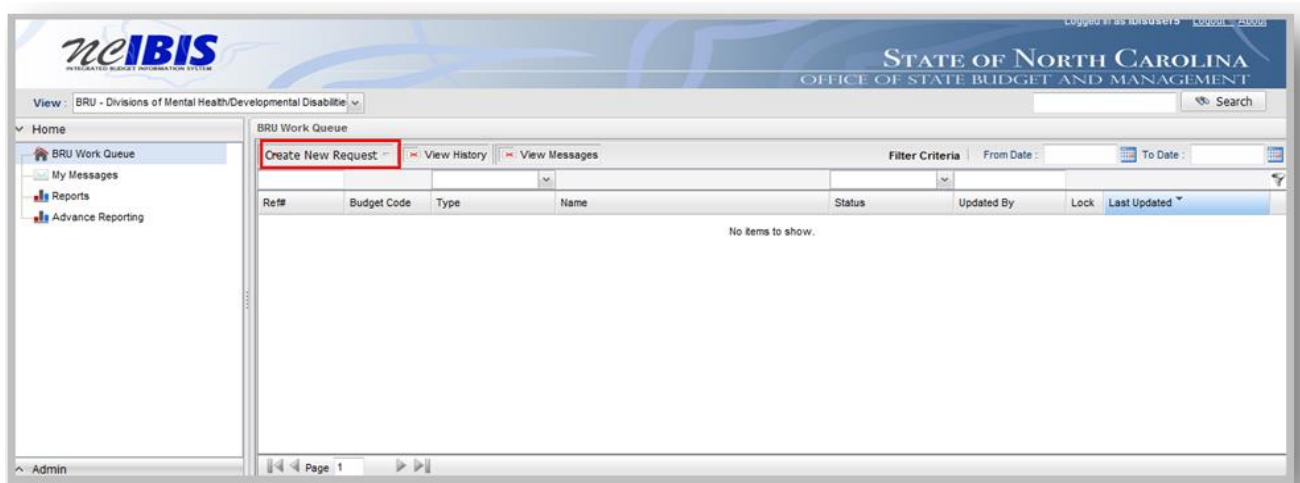
BRU Work Queue

Create New Request View History View Messages Filter Criteria From Date : 07/01/2013 To Date : 06/30/2015

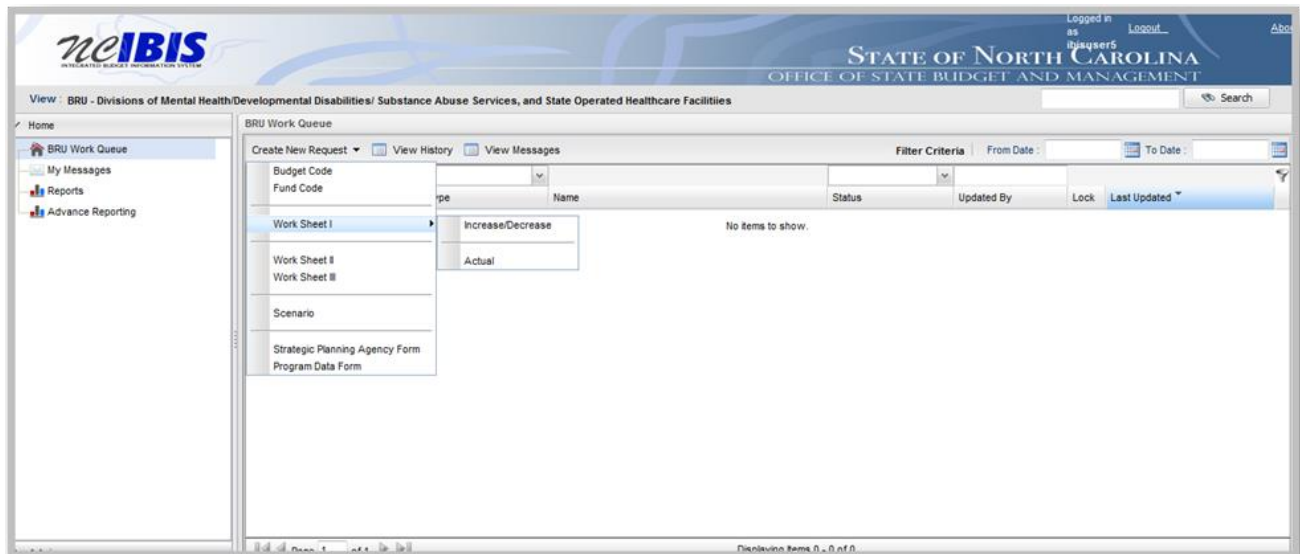
Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
BB-GLHA	06800	Worksheet-I	test2	BRU Draft	ibisuser1		2014-07-15 11:53 AM
BB-GLH9	06800	Worksheet-I	test1	BRU Draft	ibisuser11		2014-07-02 2:38 PM

Page 1 of 1 Displaying Items 1 - 2 of 2

To create a new Worksheet I form, click on the **Create New Request** dropdown list.



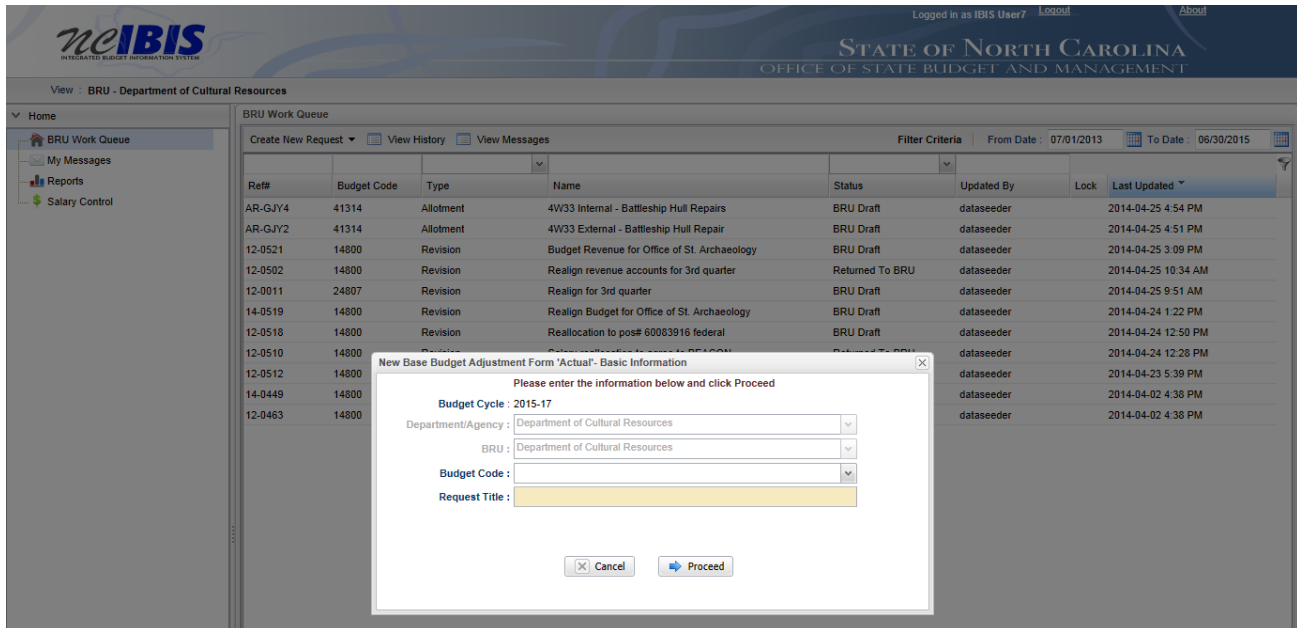
When you click on 'Create New Request', the drop-down will display the following options as shown below. Click on the "Worksheet I" option.



Once you click the Worksheet I option, you will choose an Actual form or an Increase/Decrease form. We will walk through the Actual form creation first.

## Create a New Worksheet I – Actuals

Choose Actual, and a New Base Budget Adjustment Form ‘Actual’ – Basic Information window appears as shown in the following screenshot.

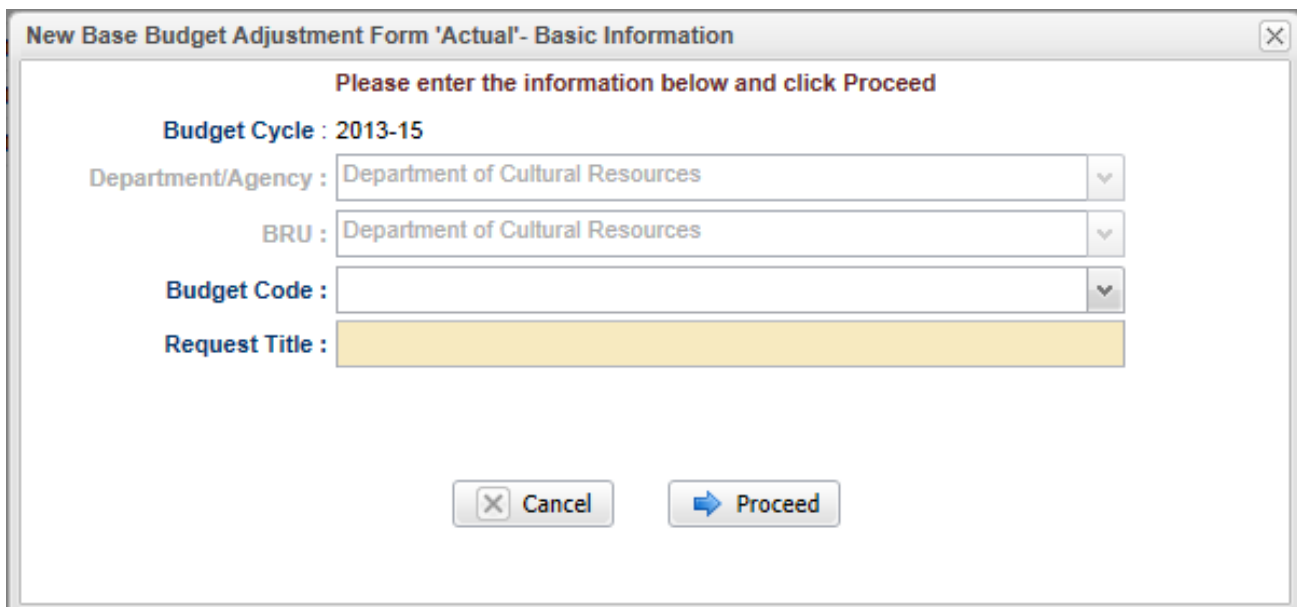


The screenshot shows the neIBIS interface with the BRU Work Queue. A modal window titled "New Base Budget Adjustment Form 'Actual'- Basic Information" is open, prompting the user to enter the following information:

- Budget Cycle:** 2015-17
- Department/Agency:** Department of Cultural Resources
- BRU:** Department of Cultural Resources
- Budget Code:** (empty dropdown)
- Request Title:** (empty text field)

Buttons for "Cancel" and "Proceed" are at the bottom of the modal.

You will need to complete the basic information.



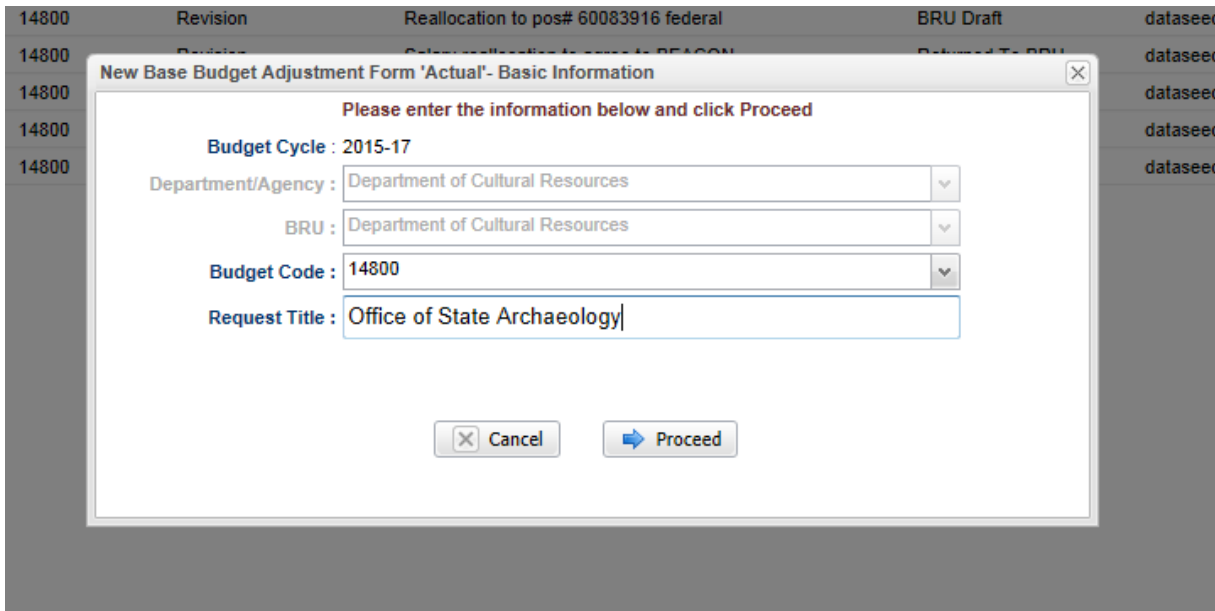
This is a close-up of the modal window titled "New Base Budget Adjustment Form 'Actual'- Basic Information". It contains the following fields and options:

- Budget Cycle:** 2013-15
- Department/Agency:** Department of Cultural Resources
- BRU:** Department of Cultural Resources
- Budget Code:** (empty dropdown)
- Request Title:** (empty text field)

Buttons for "Cancel" and "Proceed" are at the bottom.

Note the next two fields are labeled **Department/Agency** and **BRU**. In most cases, access is restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.


Choose the appropriate Budget Code from the drop down list. Enter a descriptive **title** of the requested project. If the request is for multiple facilities across the state, please include this in the title. Please note there is a 255 character limit for this field. Where possible, please do not use acronyms.



The screenshot shows a window titled "New Base Budget Adjustment Form 'Actual'- Basic Information". Inside the window, there is a prompt: "Please enter the information below and click Proceed". The form contains the following fields:

- Budget Cycle :** 2015-17
- Department/Agency :** Department of Cultural Resources (dropdown menu)
- BRU :** Department of Cultural Resources (dropdown menu)
- Budget Code :** 14800 (dropdown menu)
- Request Title :** Office of State Archaeology (text input field)

At the bottom of the form, there are two buttons: "Cancel" (with a close icon) and "Proceed" (with a right arrow icon).

Clicking on the Cancel button  will close the window. Nothing will be saved and the Work Queue will reappear. If all entries are satisfactory and there is no need to cancel the form, bypass this step. Click on the **Proceed** button to continue creating the form.

Once Proceed is clicked, a Worksheet I - Actual form will open as shown on the following page. The form's four tabs (**Basic Information**, **Budget Detail**, **Budget Overview** and **Attachments**) will appear in the upper left corner of the screen. To navigate to any of the tabs, simply click on the appropriate tab title and that tab's data will appear.

## Worksheet I - Actual Form:

WS I - Actual ( Title:training example BRU:Department of Cultural Resources )
UnLock Form

Basic Information
Budget Detail
Budget Overview
Attachments

Status: BRU Draft

Budget Cycle : 2013-15

Department/Agency : Department of Cultural Resources

BRU : Department of Cultural Resources

Budget Code : 14800-Cultural Resources - General Fund

Request Type : Actual

Reference Number : BA-HFVP

Title : training example

Screen ID : WSI-1

IBIS ID : HFVP

Justification

[Click here for Rich Text Editor](#)

Export PDF

Save Draft

Save & Close

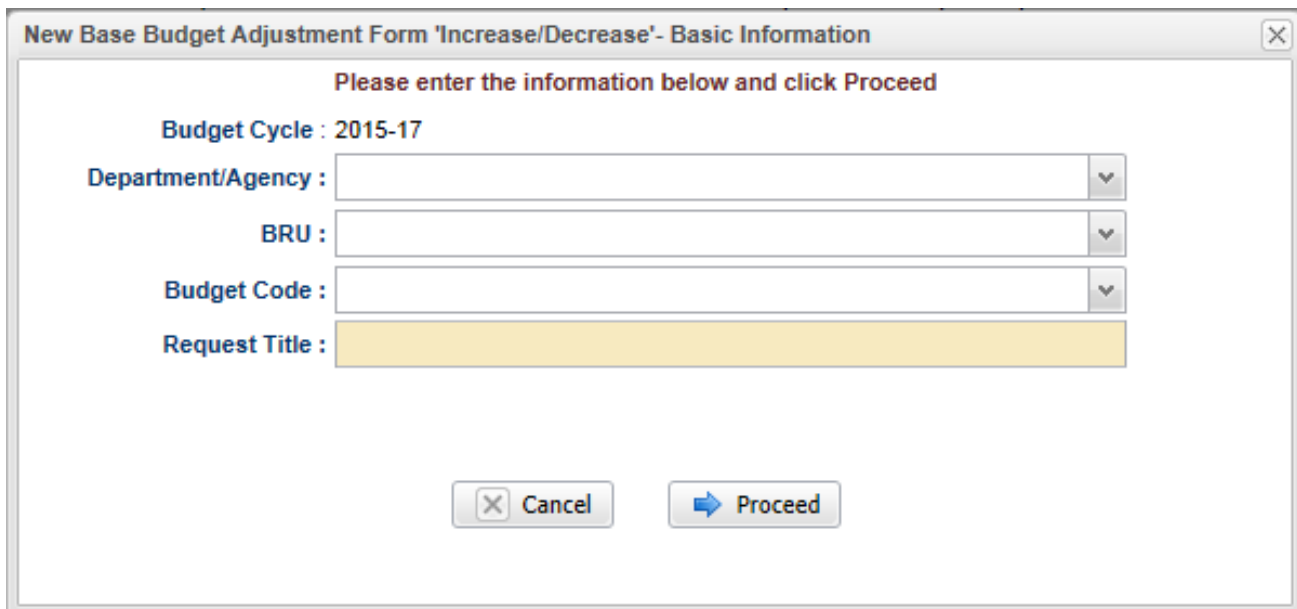
Ready To Submit

Delete Request

## Create a New Worksheet I – Increase/Decrease

Creating a Worksheet I – Increase/Decrease form is essentially the same as creating the Worksheet I – Actuals form. Once you click the Worksheet I option, you need to choose Increase/Decrease form or an Actual form. Now, we will walk through the Increase/Decrease form creation.

Choose Increase/Decrease, and a 'New Base Budget Adjustment Form - Increase/Decrease' – Basic Information window appears as shown in the following screenshot.



The screenshot shows a window titled "New Base Budget Adjustment Form 'Increase/Decrease' - Basic Information". Inside the window, there is a prompt: "Please enter the information below and click Proceed". Below the prompt, there are four input fields: "Budget Cycle : 2015-17", "Department/Agency :", "BRU :", and "Budget Code :". Each of these four fields has a dropdown arrow on its right side. The "Request Title :" field is a text box with a yellow background. At the bottom of the window, there are two buttons: "Cancel" and "Proceed".

Now that we have walked through the basics of creating each type of Worksheet I form, we will turn to how to complete the forms.



## BASIC INFORMATION TAB

### Basic Information

The Basic Information screen comes to the forefront since it is the default tab when creating a new or opening an existing form.

The information on the basic information tab is carried forward from the initialization screen and includes the following non-editable fields – Budget Cycle, Department/Agency, BRU, Budget Code, Request Type, and Reference Number.

Verify the information displayed in the following fields – all but Title are non-editable:

**Budget Cycle:** The form will show Budget Cycle year 2021-23 (system generated)

**Department/Agency:** The Department/Agency that is associated with your IBIS ID.

**BRU:** The BRU associated with your IBIS ID.

**Budget Code:** The Budget Code selected from the New Base Budget Adjustment Form “Actual” – Basic Information window when the Worksheet I form was created.

**Request Type:** Actual or Increase/Decrease

**Reference Number:** A unique, four-digit system-generated number that can be used to track this Worksheet I form. A Worksheet I Actual form begins with “BA.”



**Title:** Entered when you created the form. It is editable here.

Note the Screen ID and IBIS ID fields in the upper right corner of the form. You will see a Screen ID with a dark background and an IBIS ID with a light background. Neither field is editable.

Click in the Justification field – Either click on the underscored link to the Rich Text Editor, where it says, “Click here for Rich Text Editor” or click directly in the box if you want to bypass the editor. The text editor has the advantage of allowing you to apply a spell checker plus other formatting options.

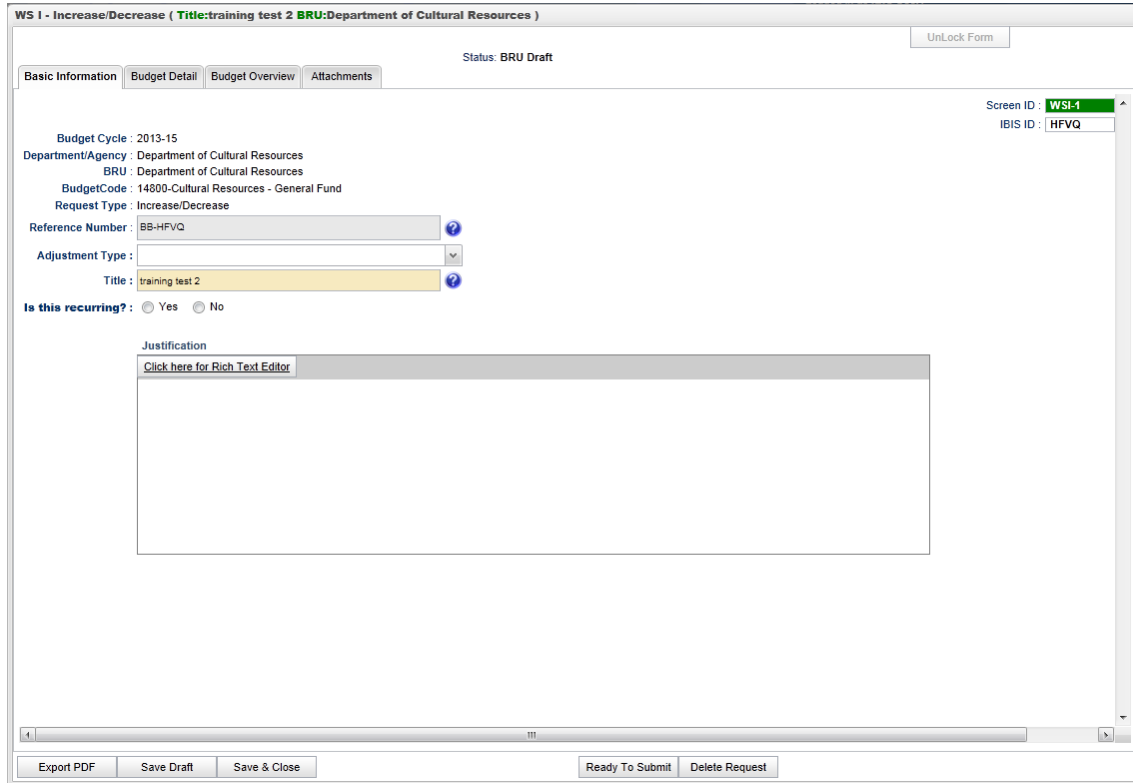
When creating an Increase/Decrease version of the Worksheet I, the Basic Information screen contains two additional fields:

**Adjustment Type:** this field presents a dropdown list for you to choose an item

<a href="#">Action</a> <a href="#">Budget Detail</a> <a href="#">Budget Overview</a> <a href="#">Attachments</a>	
Budget Cycle : 2013-15 Agency : Department of Administration BRU : Department of Administration Object Code : 14100-Administration - General Fund Transaction Type : Increase/Decrease	
Account Number :	<input type="text" value="BB-TIQE"/> 
Transaction Type :	<input type="text"/> 
Title :	<div>             Annualization of programs and positions              Removal of nonrecurring items              Federal payroll tax adjustments              Existing lease rate adjustments              Adjustments to receipt projections              Reconciliation of transfers              Other statutory adjustments              Fund Restructuring              Realignments across Funds           </div>
Accounting? :	

Choose the adjustment type that best fits the adjustment. **Please note, two new adjustment types, “Fund Restructuring” and “Realignments Across Funds”.** Details on these types of adjustments can be found in the OSBM Budget Instructions.

**“Is this recurring?”**: this field should be answered either yes or no. Make your selections accordingly.



The screenshot shows the 'WS I - Increase/Decrease' form for 'training test 2' under the 'Department of Cultural Resources'. The status is 'BRU Draft'. The form includes tabs for 'Basic Information', 'Budget Detail', 'Budget Overview', and 'Attachments'. The 'Basic Information' tab is active, showing fields for 'Budget Cycle' (2013-15), 'Department/Agency' (Department of Cultural Resources), 'BRU' (Department of Cultural Resources), 'BudgetCode' (14800-Cultural Resources - General Fund), 'Request Type' (Increase/Decrease), 'Reference Number' (BB-HFVQ), 'Adjustment Type' (dropdown), 'Title' (training test 2), and 'Is this recurring?' (radio buttons for Yes and No). A 'Justification' section with a 'Click here for Rich Text Editor' link is also present. The bottom of the form has buttons for 'Export PDF', 'Save Draft', 'Save & Close', 'Ready To Submit', and 'Delete Request'.

## BUDGET DETAIL TAB

### Budget Detail

The Budget Detail tab is where you enter all the dollar and FTE information about your request. After clicking the Budget Detail tab, the Worksheet I form is displayed as shown below. The form layout for Worksheet I – Actuals is different from the layout of the Worksheet I – Increase/Decrease only in the number of years of information that are gathered in the form.

The Worksheet I – Actuals form collects one year of dollar and FTE information, as shown below:

WS I - Actual ( Title:training example BRU:Department of Cultural Resources )

Status: BRU Draft

UnLock Form

Basic Information Budget Detail Budget Overview Attachments

Screen ID : WSI-2  
IBIS ID : HFVP

**Requirements** ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	CC#	Account#	Actual Amt	Actual FTE	Add
Fund Code ^ 1	Cost Center ^ 2	Account Number ^ 3	Adjustments To Requirements		Adjustments To FTE
			Actual (2011-12)	Authorized (2012-13)	Actual (2011-12) Authorized (2012-13)

No items to show.

**Receipts** ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	CC#	Account#	Actual Amt	Add
Fund Code ^ 1	Cost Center ^ 2	Account Number ^ 3	Adjustments To Receipts	
			Actual (2011-12)	Authorized (2012-13)

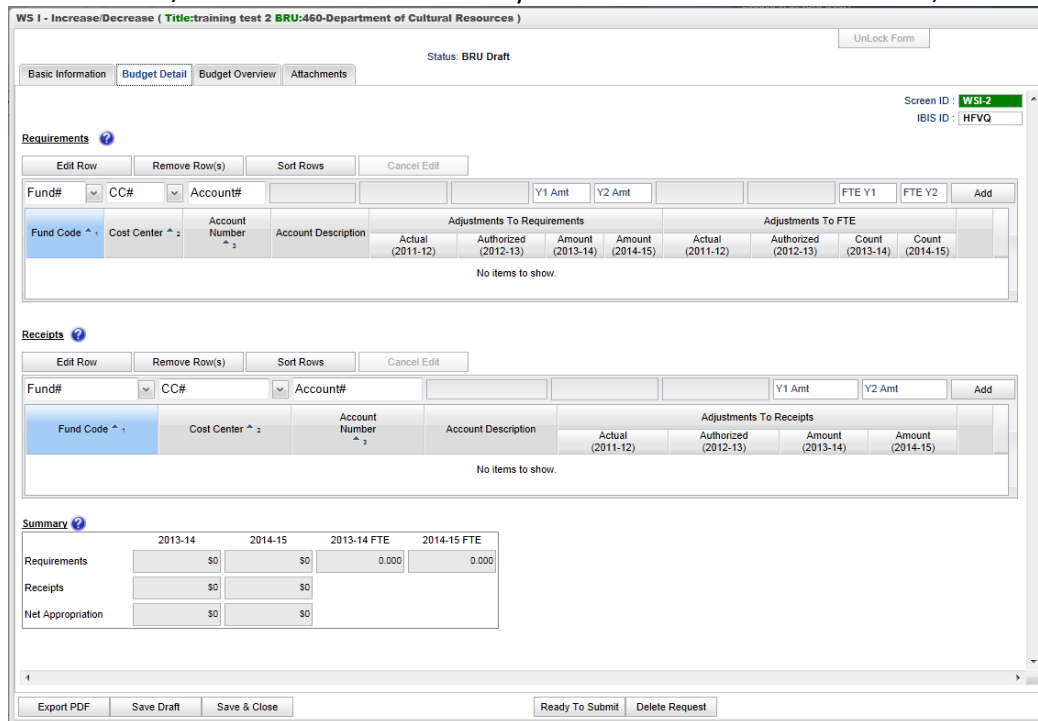
No items to show.

**Summary** ?

	2011-12 Actual Amount	2011-12 Actual FTE
Requirements	\$0	0.000
Receipts	\$0	
Net Appropriation	\$0	

Export PDF Save Draft Save & Close Ready To Submit Delete Request

The Worksheet I – Increase/Decrease form collects two years of dollar and FTE information, as shown below:



The procedure for completing the budget detail tab are the same for Actual and Increase/Decrease Worksheet I forms.

Data is either system generated, selected from drop-downs, or manually input. The field names are temporarily shown in the boxes (with white backgrounds) where you enter data, as well. When you click on them to enter data, those temporary names are replaced with data entered.

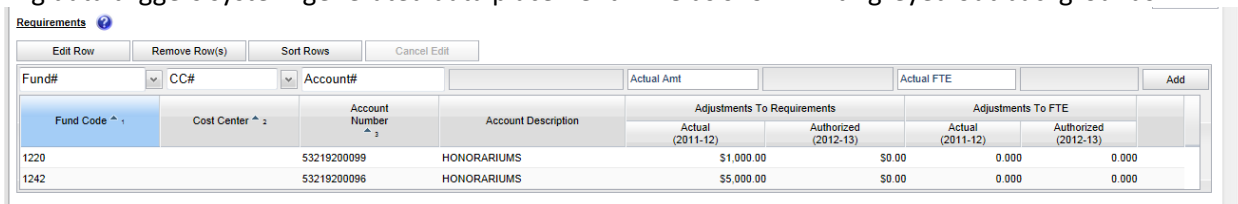
### Requirements

Four buttons appear at the top of the Requirements section: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized when rows have been entered into the form.

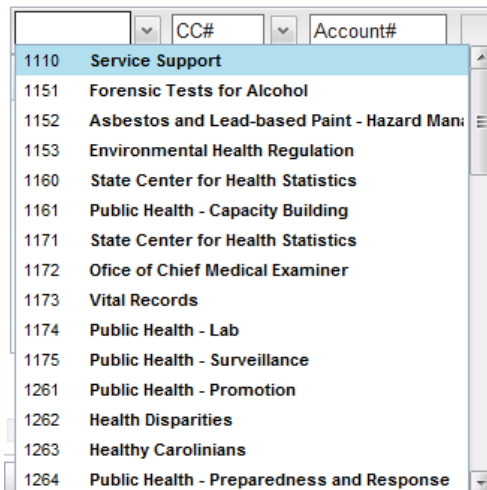


To add a row of data for a requirement on the form, focus on the data entry row directly below the buttons mentioned above. The fields in this row are editable, and when the end of the row is reached, the Add button will save this data so that another row can be entered.

Entering data triggers system-generated data placement in fields shown with greyed out backgrounds.

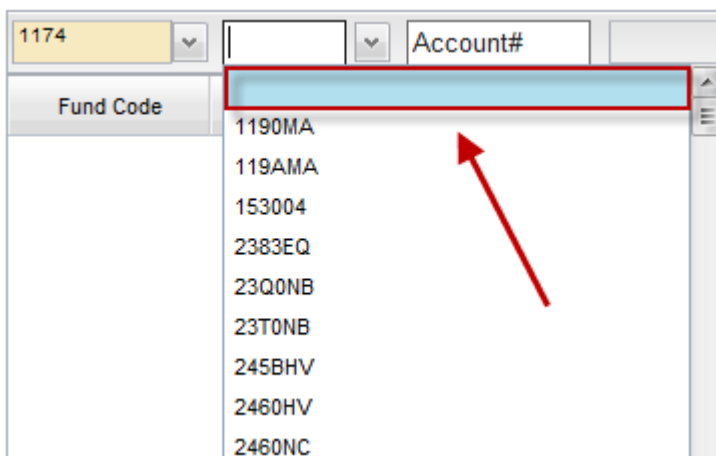


The Fund field contains a dropdown list that displays fund codes available for the budget code associated with the Worksheet I that is being generated. Select the appropriate fund from the list. The selected fund will populate the field and the dropdown list will disappear. The fund code can also be typed in manually.



A screenshot of a dropdown menu for the 'Fund' field. The menu is open, showing a list of fund codes and their descriptions. The first item, '1110 Service Support', is highlighted in blue. Other items include '1151 Forensic Tests for Alcohol', '1152 Asbestos and Lead-based Paint - Hazard Man', '1153 Environmental Health Regulation', '1160 State Center for Health Statistics', '1161 Public Health - Capacity Building', '1171 State Center for Health Statistics', '1172 Office of Chief Medical Examiner', '1173 Vital Records', '1174 Public Health - Lab', '1175 Public Health - Surveillance', '1261 Public Health - Promotion', '1262 Health Disparities', '1263 Healthy Carolinians', and '1264 Public Health - Preparedness and Response'.

Cost Center is an optional field and the Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers. This field can be bypassed if desired because the form defaults to a blank cost center as highlighted below. If necessary, select the desired Cost Center from the dropdown list. It will populate the field and the dropdown list will disappear. The Cost Center can also be typed in manually.



A screenshot of the 'Cost Center' dropdown menu. The menu is open, showing a list of cost center codes. The first item, '1190MA', is highlighted in blue. Other items include '119AMA', '153004', '2383EQ', '23Q0NB', '23T0NB', '245BHV', '2460HV', and '2460NC'. A red arrow points to the highlighted item.

The Account field will present a list of accounts once the user has entered three digits into the field. Accounts are numerous so the system allows you to narrow the list down by entering the first three digits, or the full account code can be entered manually (typed) in the field. Select the desired account from the list or type in the account number manually. It will populate the field and the dropdown list will disappear. By selecting/entering the account number, the associated account description will also populate the adjacent field.

1174		5312	x	Grade	Title
Fund Code	Cost Center	531210		SPA-REG SALARIES-UNIV	
		531211		SPA-REG SALARIES-APPRO	
		531212		SPA-REG SALARIES-RECPT	
		531213		SPA-REG SALARIES-UNDESIG	
		531214		SPA-REG SAL/WAGE-INDIRECT	
		531220		SPA TIME LIMITED SAL-UNIV	
		531221		SPA TIME LIMITED SAL-APP	


When all data has been entered for a row, click on the Add button.



The row will move down to the grid below, and most of the Add/Edit row will clear (Fund Code and Cost Center information will be retained). Once that occurs, the row may be edited using the Edit button, to revise data.

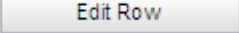
Add as many rows of requirements as appropriate to complete the form. Once the first row is added, the fund code and cost center codes will pre-populate with the choices made when entering that first row to help quicken the entry of subsequent rows. If these values are not appropriate for subsequent row(s), they can be overwritten.

**To edit a row** previously added, first select the row you want to edit.

Positions Requested 

Edit Row Remove Row(s) Sort Rows Cancel Edit

1174		Account#		Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Salary	Salary 1	Salary 2	Retirement	Add
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program	
1174	531211	SPA-REG SALARIES... 65	Accountant	07/01/2013	1.000	1.000	\$35,000.00	\$35,000.00	\$35,000.00	Teachers and State ...			

Click on the Edit Row button  and the data in the selected row will populate the Edit/Add row line at the top of the grid as show below. When a row has been selected for edit, changes to any of the data previously entered are allowed. Note: You can also double click the row and it will populate the Edit/Add row line.

Once changes are complete, click on the Update button at the far right of the rectangular area to make the change. Once Update has been clicked, the add/update row will clear (except for the Fund Code and Cost Center fields) and the updated data will show in the grid below.

**To delete a row** that has been entered, click on a row to highlight it.

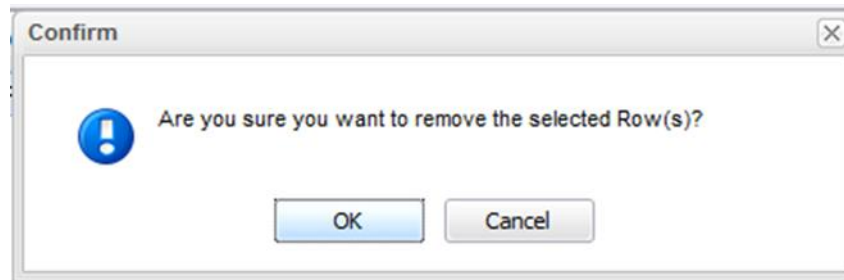
Click on the Remove Row(s) button and a confirm deletion message box will appear.

Positions Requested 

Edit Row Remove Row(s) Sort Rows Cancel Edit

1174		Account#		Grade	Title	07/01/2014	FTE Y1	FTE Y2	Annual Salary	Salary 1	Salary 2	Retirement	Add
Fund Code	Cost Center	Account Number	Account Description	Grade/Band	Classification	Effective Date	FTE (2013-14)	FTE (2014-15)	Annual Salary**	Budgeted Salary (2013-14)	Budgeted Salary (2014-15)	Retirement Program	
1174	531211	SPA-REG SALARIES... 65	Accountant	07/01/2013	1.000	1.000	\$37,500.00	\$37,500.00	\$37,500.00	Teachers and State ...			

When the Remove Row button is clicked, the following window will appear.



To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

**To sort the rows** - If you have multiple rows and wish to sort them, click on the Sort Rows button. This will sort the rows in order by Fund Code, Cost Center, and Account Number. Alternatively, you can sort by Fund Code or Cost Center by selecting from drop downs to the right of those field names. The rows will sort in Fund Code, Cost Center, Account Number order, ascending. Click a second time and they will sort in descending order.

Note: There is also a built-in sort for Fund Code, Cost Center, Account Number, Account Description, etc....

### Receipts

The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.

Receipts ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund# CC# Account# Actual Amt Add

Fund Code ^ 1	Cost Center ^ 2	Account Number ^ 3	Account Description	Adjustments To Receipts		
				Actual (2011-12)	Authorized (2012-13)	
1210		4321300095	NEA BASIC GRANT	\$6,000.00	\$0.00	



### Summary

When Requirements and/or Receipts entries are entered into the Worksheet I form, the data populates the Summary table at the bottom of the Budget Detail tab. The Summary table will add all Requirements and Receipts entered in this form and calculate the Appropriation amount.

An example of the summary table for an Actuals Worksheet I Budget Detail form will look like this:

**Summary** ?

	2011-12 Actual Amount	2011-12 Actual FTE
Requirements	\$6,000	0.000
Receipts	\$6,000	
Net Appropriation	\$0	

An example of the summary table for an Increase/Decrease Worksheet I Budget Detail form will look like this:

**Summary** ?

	2013-14	2014-15	2013-14 FTE	2014-15 FTE
Requirements	\$0	\$0	0.000	0.000
Receipts	\$0	\$0		
Net Appropriation	\$0	\$0		

## BUDGET OVERVIEW TAB

### Budget Overview

Move to the top of the Worksheet I form and click on the Budget Overview tab to bring that portion of the form to the forefront. The Budget Overview tab is a read only tab that reflects the data entered on the Budget Detail screen and it shows summaries by fund. None of the data on this tab is editable.

Below is an example of a Worksheet I – Actuals Budget Overview screen:

WS I - Actual (Title: training example BRU-460-Department of Cultural Resources) UnLock Form

Basic Information | Budget Detail | **Budget Overview** | Attachments Status: BRU Draft

Screen ID: WS-I  
IBIS ID: HFVP

#### Requirements

Fund Code ^ 1	Account Number ^ 2	Account Description	Adjustments To Requirements		Adjustments To FTE	
			Actual (2011-12)	Authorized (2012-13)	Actual (2011-12)	Authorized (2012-13)
1220	532192	HONORARIUMS	\$1,000.00	\$0.00	0.000	0.000
			\$1,000.00	\$0.00	0.000	0.000
1242	532192	HONORARIUMS	\$5,000.00	\$0.00	0.000	0.000
			\$5,000.00	\$0.00	0.000	0.000

#### Receipts

Fund Code ^ 1	Account Number ^ 2	Account Description	Adjustments To Receipts	
			Actual (2011-12)	Authorized (2012-13)
1210	432130	FED NEA-BASIC GRANT 2000	\$6,000.00	\$0.00
			\$6,000.00	\$0.00

#### Summary

	Actual Amt	Actual FTE
Requirements	\$6,000	0.000
Receipts	\$6,000	
Change in Appropriation	\$0	

Export PDF | Save Draft | Save & Close Ready To Submit | Delete Request

And here is an example of the Worksheet I – Increase/Decrease Budget Overview screen:

WS I - Increase/Decrease ( Title: training test 2 BRU-460-Department of Cultural Resources )

Status: BRU Draft

Screen ID: WSI-3  
IBIS ID: HFVQ

Basic Information | Budget Detail | **Budget Overview** | Attachments

**Requirements**

Fund Code ^ 1	Account Number ^ 2	Account Description	Adjustments To Requirements				Adjustments To FTE			
			Actual (2011-12)	Authorized (2012-13)	Amount (2013-14)	Amount (2014-15)	Actual (2011-12)	Authorized (2012-13)	Count (2013-14)	Count (2014-15)
No items to show.										

**Receipts**

Fund Code ^ 1	Account Number ^ 2	Account Description	Adjustments To Receipts			
			Actual (2011-12)	Authorized (2012-13)	Amount (2013-14)	Amount (2014-15)
No items to show.						

**Summary**

	2013-14	2014-15	2013-14 FTE	2014-15 FTE
Requirements	\$0	\$0	0.000	0.000
Receipts	\$0	\$0		
Net Appropriation	\$0	\$0		

Export PDF | Save Draft | Save & Close | Ready To Submit | Delete Request

Again, not the only difference between these two screens is the number of years of information displayed.

## ATTACHMENTS TAB

**Attachments**

The final tab of the Worksheet I form is the Attachments tab. This functionality is addressed in a separate user guide: [Attachments and References](#).

Below is an example of a Worksheet I – Actuals Attachment screen:

WS I - Actual (Title: training example BRU:460-Department of Cultural Resources)

Status: BRU Draft

Unlock Form

Basic Information Budget Detail Budget Overview **Attachments**

**Attachments**

Add Attachment View Attachment Delete Attachment

Attachment Name	Attachment Type	Attachment Size	Date Uploaded ~	Uploaded By
No items to show.				

Screen ID : WSL4  
IBIS ID : HFVP

Export PDF Save Draft Save & Close Ready To Submit Delete Request

## Form Buttons

Export PDF Save Draft Save & Close Ready To Submit Delete Request

Additionally, at the bottom of the form there are form action buttons that are available while working on every tab in the form. The buttons are: Export PDF, Save Draft, Save & Close, Ready to Submit and Delete Request. Use of these buttons is standard within the IBIS application and their functionality is covered in the [“Form Workflow and PDF Overview User Guide.”](#)